



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

**DELEGATED EXAMINING UNIT
VACANCY ANNOUNCEMENT**

Vacancy Announcement Number: ASF-03-68

Opening Date: September 23, 2003

Closing Date: October 6, 2003

Position and Salary: Training Specialist
GS-1712-12 (\$58,070 - \$75,492 per year)

Promotion Potential: GS-12

Organization: Marketing Services Office

Duty Location: Suitland, Maryland

Type of Appointment: Competitive Service: Career or Career-
Conditional Appointment

Work Schedule: Full-Time

Relocation Expenses Will Not Be Paid.

This is a bargaining unit position.

Applications will be accepted from: All sources. This is a competitive vacancy, open to all United States citizens, advertised under examining authority delegated to the Department of Commerce by the U.S. Office of Personnel Management.

DUTIES: Develops overall marketing and communications training strategies for implementing and maintaining partnerships between the Census Bureau and the library community, especially those participating in the Federal Depository Library Program. Identifies and selects marketing opportunities that will enhance data dissemination and increase awareness and sales of Census Bureau products, programs, and services. Identifies needs, develops and maintains a variety of printed interactive and web-based informational and training materials to help librarians and other data user communities access and understand Census Bureau

products and programs. Works closely with Census Bureau staff to coordinate and manage training programs. Develops lesson plans and conducts training, generally in a computer lab to assist data users in the use of analytical techniques and computer-assisted systems for processing, analyzing, and displaying Census Bureau demographic and economic data.

MINIMUM QUALIFICATION REQUIREMENTS: To be minimally qualified for this position, you must have the experience or education below or a combination of both.

Experience: You must have one year of specialized experience equivalent to the grade 11 level in the Federal service. Specialized experience is work experience developing original course content and subsequent modifications to course content to meet objectives and selecting the instructional method to effectively present and/or implement training materials. You have experience in developing or adapting new or revised training and/or testing materials for formal courses. This experience may have been gained in work such as instructing an adult education program, secondary school, college, military installation, or industrial establishment; supervising or administering a training program; or developing or reviewing training/course materials and evaluating training results. You work independently, adjusting methods and/or materials to fit situations different from those in existing guidelines. Your work is reviewed for technical adequacy, clarity, and educational effectiveness.

Education: Education cannot be substituted for experience at this grade level.

EVALUATION CRITERIA - QUALITY RANKING FACTORS: Applicants meeting the minimum qualifications will be further evaluated based on the degree to which their experience, training, and education reflect possession of the following Quality Ranking Factors (QRFs). This evaluation determines the list of eligible candidates who will be referred to the selecting official. Eligible candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans preference.

NOTE: Applicants MUST submit a supplemental narrative to their resume or application (on plain bond paper) addressing each QRF. Each narrative should describe pertinent education, training, or experience, **with specific examples**, showing how the applicant meets each QRF. Failure to provide a separate narrative for each QRF will eliminate applicants from further consideration.

1. Experience in developing and formally presenting technical information to a general, non-technical audience.
2. Demonstrated ability to communicate in person and in writing.
3. Broad knowledge of Census Bureau products, data dissemination networks, and key customer organizations, conferences, and communication channels.

HOW TO APPLY

You must submit a resume, Optional Application for Federal Employment (OF-612), or SF-171 plus any additional required material **for each grade level of the vacancy for which you are applying.** **ADDRESS TO:** U.S. Census Bureau, DEU/HRD, Room 3037-3 Stop 1407, 4700 Silver Hill Road, Washington, D.C. 20233-1407. **IF USING A CARRIER OTHER THAN THE U.S. POSTAL SERVICE, ADDRESS TO:** U.S. Census Bureau, DEU/HRD, Room 3037-3, 4700 Silver Hill Road, Suitland, MD 20746. Applications may be faxed to 301-457-6824.

TO RECEIVE CONSIDERATION FOR THIS VACANCY, COMPLETE APPLICATIONS MUST BE RECEIVED IN THE ROOM NUMBER STATED ABOVE BY THE CLOSE OF BUSINESS (5:00 PM EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT. IT REMAINS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THE TIMELY RECEIPT OF THE APPLICATION PACKAGE REGARDLESS OF SUBMISSION METHOD USED. THE DEU DOES NOT ACCEPT RESPONSIBILITY FOR INCOMPATIBILITY OF MACHINE USED BY APPLICANT AND THAT OF THE DEU OFFICE OR TECHNICAL PROBLEMS THAT MAY OCCUR DURING FAXING RESULTING IN ILLEGIBLE OR INCOMPLETE TRANSMISSIONS. APPLICANTS SHOULD CALL 301-763-6852 IF EXPERIENCING PROBLEMS OR TO VERIFY RECEIPT OF APPLICATION.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

JOB INFORMATION:

- * Vacancy announcement number and title of position stated on each application.
- * Grade level of interest stated clearly on each application. You will receive consideration for the grade level indicated on your application. If you indicate multiple grade levels on a single application, you will be considered for the lowest grade indicated. If you do not state a grade level of interest on your application, you will be considered for the lowest grade advertised.

PERSONAL INFORMATION:

- * Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- * Social Security number. **(NOTE: WE CANNOT PROCESS YOUR APPLICATION WITHOUT YOUR SOCIAL SECURITY NUMBER.)**
- * Country of citizenship **(THIS FEDERAL JOB REQUIRES U.S. CITIZENSHIP)**
- * Highest Federal civilian grade held (if applicable)

EDUCATION:

- * High School - name, city, state, and date you received diploma or GED.
- * Colleges and Universities - name, city, state, majors(s), type of degree(s) received (if any), and date(s) received. YOU MUST SUBMIT A COPY OF YOUR UNDERGRADUATE/GRADUATE TRANSCRIPT(S) IF THE ANNOUNCEMENT SPECIFIES EDUCATION AS PART OF THE BASIC ENTRY REQUIREMENTS, IF YOU ARE QUALIFYING BASED ON SUBSTITUTION OF EDUCATION FOR EXPERIENCE, AND/OR IF YOU ARE QUALIFYING BASED ON SUPERIOR ACADEMIC ACHIEVEMENT. Transcripts must show course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for the position will be required to provide official transcripts.
- * To receive credit for education completed in foreign colleges or universities, you must show proof that such education is equivalent to education received in an accredited educational institution in the United States.

WORK EXPERIENCE: Paid and non-paid work experience related to the position. For each work experience include: Job title; Series/grade (if Federal employment); Duties and accomplishments; Employer's name and address; Supervisor's name and address; Starting and ending dates; Hours per week; Salary; and indicate if we may contact your current supervisor/employer.

OTHER QUALIFICATIONS: Job-related: training courses (title and year); skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.); certificates/licenses (current); and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)

10-POINT VETERANS' PREFERENCE: To receive 10-point veterans' preference for a service connected disability you must submit an SF-15, "Application for 10-Point Veterans' Preference" and documentary proof from the appropriate branch of the Armed Forces or the Veterans' Administration, as well as a copy of your DD-214. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veterans' preference assuming they meet the basic veterans' preference requirements and submit the appropriate proof of military service.

5-POINT VETERANS' PREFERENCE: To receive 5-point veterans' preference, you must attach a copy of your DD-214. To receive preference if your service began after October 15, 1976, you must have: a Campaign Badge or Expeditionary Medal with an honorable discharge OR served on active duty during the Gulf War from August 2, 1990 - January 2, 1992, under the following conditions: honorable discharge, served a minimum of 2 years on active duty, or if a Reservist, served the full period for which called to active duty (Reservists must include appropriate documentation).

APPLICANTS ON ACTIVE DUTY: Applicants on active duty claiming either 5-point or 10-point preference must show on their application that they have met the requirements for preference as outlined above and must submit appropriate proof and documentation at time of appointment.

OTHER IMPORTANT INFORMATION

- * Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well-qualified for the position to receive consideration for special priority. CTAP and ICTAP eligibles will be considered well-qualified if they meet the qualifications and eligibility requirements for the position, including all medical, physical, suitability, education, experience, selective factors, and quality ranking factors for the vacant position and are determined to be above minimally qualified in accordance with the agency's rating and ranking process. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

- * All eligibility requirements must be met by the closing date of this announcement.
- * Application materials will not be returned to the applicant.
- * You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- * Anyone appointed from this announcement, including current Federal employees, may be required to serve a probationary period of one year.
- * If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- * Applications received in government postage-paid envelopes will not be accepted.
- * This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Division at 301-763-3371. The decision on granting reasonable accommodation will be on a case-by-case basis. TTY users can contact us via the Federal Relay Service, 1-800-877-8339.
- * For additional information about this vacancy, please contact the Delegated Examining Unit at 301-763-6852.
- * The Department of Commerce (DOC) does not condone or tolerate discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.